**Minutes of Annual Retreat 2017**

Minutes of the annual retreat of CMCJ held at Rural Institute for Community Education, Hosur on the 27th & 28th May 2017

**Members Present:**

15 CMCJ members from Tamil Nadu + 1 accompanier

10 CMCJ members from Karnataka

5 CMCJ members from Orissa + 1 accompanier

12 CMCJ members from Andra Pradesh + 2 accompaniers

Karnataka Convenor – Ms. Mercy Kappen & Tamil Nadu Convenor – Mr. Nirmal Raj

National Convenor - Dr. John Devavaram & National Coordinator – Ms. Cheryl Fernando

KNH India Director – Dr. Guanvathy Fernandez

KNH Program Officer - Mr. Arul

Others New Partners from Bangalore

The meeting started with the inaugural ceremony. This in turn started with the welcome address by Ms. Cheryl , National Co-ordinator followed by the lighting of the lamp by Dr.Gunavathy and 4 CMCJ members from each state. After which Dr. Guanvathy gave a felicitation address to the group. She rendered her thanks to the convenors and to the children. She also said that since she is the new director of KNH she is very enthusiastic and eager to know about CMCJ as it is a unique program for the children and by the children. She also reiterated that as a member from KNH, this meeting would help them to get an insight and decide whether CMCJ could be further supported or not. She wished the CMCJ members on their future development. Also she said that Mr.Satish conveyed his wishes and greeting to CMCJ children.

After which Mr. Meru Miller, Director of RICE – MMS gave a felicitation address. He mentioned that people of the past have spoilt the environment and has made the earth a bad place to live in. He encouraged the CMCJ members to take up the movement in a better way from now on and to make the earth a better place through our programs and activities not only for the present generations but also for those children who are likely to born and inherit this earth..

Dr. John Devavaram, National Convenor CMCJ, thanked the dignitaries and also he explained the purpose of the 2 days meeting. It was to review the past years activities and issues faced in different states in CMCJ and also to work out viable strategies taking forward the movement for the next five years with detailed clarity on the supported required from adults and facilitating NGOs..

**Introduction:**

Since there were new members in the meeting there was a brief introduction on CMCJ’s inception by the Tamil Nadu coordinator Jone and a member Kodishwaran. They explained to the team from when CMCJ started and how it was taken forward in the following years. CMCJ started in 2008 with just 30 members. The purpose of CMCJ was to create an awareness o the changing environment and also the movement believes that all the rights given to children by UN can be fulfilled only when environmental rights are also given to them. CMCJ carries out its activities through 5 focal areas

1. Group Strengthening 2) Mitigation 3) Adaptation 4) Capacity Building 5) Lobby & Advocacy. These were explained by the Tamil Nadu members.

Followed by them Ms. Anusha, Andra State coordinator explained about the registration of CMCJ as a society and also that CMCJ partner number – 2022, Project number – 21730 which was given by KNH for CMCJ project. She also said that CMCJ works on child rights and ecological rights to the children.

**State presentations:**

After the introduction, a state wise presentation by all the 4 state members was done. In the presentation each state was asked to present their activities carried out. Each state put forward the CMCJ activities and also the issues they faced. An overview of the CMCJ movement carried out in each state was put forward.

1. **Tamil Nadu**

Tamil Nadu team started with the state wise presentations. In their presentation, they explained about their activities in the last years. Few of the activities they presented are listed below:

* CMCJ TN Conducted 5th State level committee Members Meeting at Coutralam.
* CMCJ TN Conducted Directors Meeting at Madurai to seek their support.
* CMCJ TN Conducted 6th State level consultation Meeting.
* Opening CMCJ Sub account in TN Chapter.
* Brochure for Sponsorship collection.
* CMCJ TN Conducted Capacity building Training on LFA & Report writing for state level committee members.
* CMCJ Virudhunagar Core team meeting

1. **Andra Pradesh**

The activities presented by the Andra Pradesh team are as follows:

* Enrolment& Strengthening of Members
* OP3 & Climate change and lobbying process at state
* Cycle yatras,tree plantation,
* Awareness building and scaling up of CPP
* Capacity building of CMCJ AP ( Leadership & management Skills)
* Interstate Exposure and Mutual Learning
* Millet Campaign & seed Exhibition/Banks
* Study project on Medicinal plants & Marine biodiversity
* State level CMCJ AP meetings-8

1. **Orissa:**

The activities presented by the Orissa team are as follows:

* State level meets – 4
* Strengthening Membership – 2
* Interstate dialog meet on Displacement
* Capacity Building Program on Child Rights and CMCJ
* Campaign on Against the Rio Olympic 2017
* INECC program on climate change
* Birds Study with AP CMCJ
* Interstate dialogue meet on Displacement with AP CMCJ
* Spider stool workshop with AP CMCJ

1. **Karnataka:**

The activities presented by the Karnataka team are as follows:

* Discussion with Visthar on concept clarity, activities and target area for CMCJ
* 3 months action plan prepared for CMCJ activities
* Identified and visited target area for CMCJ
* Dissemination of information about child rights connected to CMCJ to children, teachers and women
* Organized an inter-school competition
* Organized 2 two day workshops for children on the topic “Children and Environment” in Bangalore and Koppal.

All the states have done their best to promote CMCJ in their respective states.

**Press Meet:**

People from the media were invited for a press meet with the CMCJ members. Both print media and television media were invited. The members of CMCJ said about CMCJ and how it was started and the reason for its commencement. Also the purpose of this two day retreat was explained. The children also said what the major objective for starting CMCJ and what they are ought to do through this movement. It was published in 8 channels in Tamil Nadu.

After the press meet and state presentations on the activities done in each state, the members were asked to present on their future view and expectations on CMCJ. A set of three questions were given to each group to discuss and present their views on them.

1. How do you perceive your movement to be? Give the functional design
2. Working mechanism of your movement
3. What support you need from your facilitating organization?

These were the 3 questions given to the members to be discussed I their respective groups state wise.

All the 4 state members came out with their excellent ideas on the same. The responses given by each state are as follows:

**Andra Pradesh:**

Functional structure:

State Coordinator

State level committee

District Level Committee

Mandal Level Committee

Village Level Committee

This is the functional structure given by the Andra Team. They included saying that they would form members in each village to strengthen CMCJ. They also mentioned that few members in the village level committee will be members of the mandal level, members of mandal level will be members of district level and members of district level will be part of the state committee. This is done to enhance effective management of the movement. All the key representatives of each level will report to the state coordinators.

**Working Mechanism:**

The following will be the working mechanism that is planned to be put into practice by the Andra team

The village level committee will be meeting fortnightly to discuss about the activities to be carried out in the village level. The mandal level committee will be meeting every month for planning about the activities along with the village level representatives for future planning. The district level committee will meet twice in three months and state level committee will meet once in three months

All the decisions and outcomes will be shared to the state coordinators by the representatives at each level.

**Support needed from parent organization:**

* Accommodation facilities from the organization if there is any program to be conducted in the respective field area
* Introduction to other NGO’s which is not supported by KNH to find new members
* Helping in finding out resource persons for programs conducted in field level
* Conducting training programs like capacity building, leadership programs for the representatives.

These were the outcomes given by the members of Andra Pradesh.

**Orissa:**

Functional structure:

National

State level committee

District Level Committee

Block Level Committee

Panchayat Level Committee

Village level committee

Orissa team expressed their views on the saying that they need their movement to be a children led movement that to be a one derived by the elders. Also they insisted that CMCJ will be carried out as a movement than which is project based. The Orissa team will follow the above structure. Also they will be first working on 2 districts in Orissa state to strengthen CMCJ. The 2 districts will be Korraput and Dharingbadi. As the parent NGO and field area where CMCJ members are present is about 300 Kms apart. They tend to work on two districts in the starting stage and then expand to the other districts of Orissa.

**Working Mechanism:**

The following will be the working mechanism that is planned to be put into practice by the Orissa team

* Developing core committees at different level like the panchayat, block, district and state level core teams
* Fundraising /generation activities at village and organizational level.
* Taking Sunday school programs in church and with the help of them spreading awareness on climate change and bringing in new members to CMCJ
* Collecting as many as possible phone numbers from the existing members and creating a database for phone numbers of the members and it would help in keeping in touch with the members.

**Support needed from parent organization:**

* Separate staff to be in charge for CMCJ in Orissa. This staff will be exclusively for the CMCJ activities. He/she will be solely responsible in helping out in carrying out activities in the field area related to CMCJ, finding of resource persons and area in which the CMCJ activities can be established.

**Tamil Nadu:**

District CMCJ members

District CMCJ members

District CMCJ members

District CMCJ members

District Core team

District Core team

District Core team

District Core team

State committee

National committee

The Tamilnadu team presented a clear picture as to how they would like to move away from the facilitating organistion concept and to evolve as district chapters and go beyond KNH supported organizations. The functional structure of Tamil Nadu is the above flow chart. They have decided to form a core committee team district wise. The district core committee members will be from each district. The district core committee team will be responsible for organizing programs and activities in every village of the district. The Tamilnadu team will develop a contact directory of all key members from each of the state chapter and evolve direct communication mechanisms beyond the facilitating organization while keeping the resource organizations in loop. The district core committee will report to the state committee members. Also few members of the district core committee will be members of the state committee. The state committee will report to the National team.

**Working Mechanism:**

* Tamil Nadu team has an idea of providing mobile phones to the district core team members (may be one or two persons with their partial contribution so that they could ensure effective communication when there is any program. They can contact them directly without contacting the parent organization so that the peer group spirit could evolve.
* Giving leadership, report writing and documentation training to the new representatives of the district for effective functioning
* Conducting monthly meeting with the district core committee members at their level and also to the members in the new districts to enhance the members in continuing as CMCJ members and to retain them for long
* By starting the district wise core committee team and conducting a simple study to analyze environmental issues, we can ensure the different environmental issues faced by the people district wise. Therefore the essence of the district wise team is fulfilled completely.

**Support needed from parent organization:**

* Support for obtaining legal permission if needed while doing any activities such as rally can be got by the parent organization.
* For the purpose of preserving the documents and materials conducting training activities related to CMCJ the organizations need to provide them space.
* Contact with resource persons for capacity building activities and input sessions.
* An advisory committee can be set up, where the leaders of every organization can be part of the advisory committee so that the CMCJ members can seek their assistance when needed
* The parent organization can do channeling of fund requirements; give training on accounts maintenance to the members of the district core committee so that it would be helpful for them and that they will have some knowledge on accounts maintenance and book keeping.
* Training on accountability and developing reporting formats

**Karnataka:**

**Functional Structure:**

Karnataka being a new chapter to CMCJ movement has started in the month of November 2016. They are working in Koppal district in Karnataka. They have planned to expand their activities in Bangalore too. As a part of their activities they have decided to form committees in both the districts and also to expand the movement

**Working Mechanism:**

* Continuous visit to the local areas of Koppal and to the field areas of Bangalore to increase members
* Visiting the new areas where there are going to be new KNH partners, so that they could support in carrying forward the movement
* Conducting training programs for the new district representatives so that will help them in enhancing and maintaining the new members of CMCJ
* Also the members will be given training on how to collect the membership fees and subscription amount from the members
* Getting introductions to new partners in Karnataka and closely working with them

**Support needed from parent organization:**

* Karnataka chapter wants to be more independent than relying on the parent organization
* Parent organization to help them find more members for the state chapter and for itd expansion.
* District level and state level political leaders support to be rendered to the CMCJ members.
* Also the parent organization to support them in all the activities and programs they are carrying forward.

These were the presentations made by each state on the 3 questions. Through these presentations it was clearly understood that the members of all the state work on the same idea but according to their state wise conditions. It was very clear that they want to work independently but with the support of the NGO’s to an extended limit. Also we come to know from their presentations that they need a movement to be fully led by *Children,* themselves.

*Note: During the 1st day of the program after the state presentations on the activities done by each state, and after the group discussion on the 3 questions focusing on the future of CMCJ, the presentations were made question wise. While the 1st (Functional Structure) and 2nd question (Working Mechanism) presentation was done on day 1 (27th May) of the retreat, the3rd question (Support needed from NGO’s) was presented on day 2 (28th May).*

The ended with grand cultural event organized by children themselves which went on till 10.00 p.m

Day 2 (28th May 2017)

The 2nd day of the retreat started with an ice breaker which was conducted by Mr.Dheena, social worker of RICE – MMS. During the ice breaker there was a review of the previous day’s activities and presentations. A recap was made in teams by the participants. After the ice breaker session, the presentation for the 3rd question (Support needed from NGO’s) was made by the members’ state wise.

The plan for the 2nd day was to plan the future of CMCJ and to put up a one year action plan. Also during the 2nd day meet we had representatives from Christ University and Asha Foundation. Representatives from Agni Raksha had joined the meet during the 1st day itself. All the new KNH partners where from Bangalore chapter. They had come to have an idea of CMCJ and to render their support to CMCJ.

There were a 2 set of questions given to the teams to ponder on:

1. Process in which the structure of CMCJ will be carried out
2. Action plan for the next 1 year

Between the discussion period, all the representatives from the new partners from Bangalore had a meeting with Dr.Guanvathy, Mr.Arul, Dr.John Devavaram, Ms. Mercy Kappen, Ms. Cheryl and Ms.Akshaya. Mr.Rajesh from Christ University, Ms.Venilla from Agni Raksha and Dr. Glory Alexander from Asha foundation were present. All the members introduced themselves and also rendered their wishes to be part of CMCJ. This brief meeting was aimed at sharing the basic concepts and history of the movement and to get ideas from other partners from Karnataka about their willingness to join the movement. It is agreed that Ms Mercy as State Convener and Ms Akshaya will call for a joint meeting with potential partners soon where Ms Cheryl will also join, to workout the modalities of functioning of the chapter and introducing the ideas with more children.

**State presentations on future planning**

**Tamil Nadu**

1. **Process in which the structure of CMCJ will be carried out**

National Coordinator

District representatives will collect reports from the village core team members

State Coordinator

District Representatives

The above will be reporting style of the Tamil Nadu team. The district coordinators will collect reports from the village core team members every month and will be submitting the same to the state coordinators. The state coordinators will be sending a quarterly report to the National Coordinator. The reports will consists of work report, financial report, action plan for the next month/next quarter and the data base status of the members including the subscription collected as membership fee..

The same structure will be followed for collecting of subscription amount also. The district team will submit it to the state team every month and the state coordinators will be depositing the amount in the state sub account every quarter. The district core team will consist of a male and female member who will be responsible for collection of subscription amount. They will be submitting to the state coordinators.

1. **Action plan for 1 year:**

The major action plan for the year will be expansion of CMCJ to other districts. It will be done through the following means:

* Through social media
* Awareness to school and college students
* Through NGO’s which are in other districts may or may not be supported by KNH.

June to August:

* Forming district core teams in 2 Tuticorin and Thiruvaluvar district
* Forming a team of trainers to train the core team members
* Conducting a simple study of district level issues based on livelihood based eco system (coastal eco system and inland eco system) available government response to these issues and possible areas of intervention by CMCJ children in the respective districts

September to November

* Conducting meeting for CMCJ members of the newly formed core team of 2 districts i.e. Ramanathapuram and Peramballur
* Forming district core committee in the above 2 districts

December to February:

* Expansion of CMCJ in 3 new districts, comprising of Madurai, Dindigul and Sivagangai
* Forming district core team in Chennai
* Data base collection from Peramballur and Ramanathapuram
* Data base updation (Old districts)

March to May:

* Giving training to the district coordinators on collection of subscription amount from members
* Formation of core team in Theni district
* Collection of subscription amount from all new and new members of the state in all districts where CMCJ is present.

**Orissa:**

1. **Process in which the structure of CMCJ will be carried out**

National Coordinator

State Coordinators

District level

Block level

Village level

The above structure will be followed in the reporting style in Orissa Chapter. The village team will be meeting once a month in planning of activities and also collecting the membership fees and giving it to the block level. The block level members will be meeting once in four months and the district level members will be meeting once in 5 months and together all the core teams will be meeting along with the state team once in 6 months i.e. twice in a year.

Membership fees will be submitted to the state chapter monthly. The same will be followed by the district core team for submission of report too. The state coordinators will be submitting the report to the national coordinator quarterly and will deposit in the state sub accounts every quarter.

1. **Action plan for 1 year:**

* State level meeting to be conducted
* Capacity building program on training the CMCJ members and also core team members
* Meeting with other group like youth in the church level to expand CMCJ

**Andra Pradesh:**

1. **Process in which the structure of CMCJ will be carried out**

National Convener

National coordinator

State Convener

State coordinators

District level leaders (Village & Mandal)

The above will be the reporting structure of Andra chapter. As the other states have decided upon this state chapter also will be submitting the reports from the district level to the state level once a month and the state team will submit to the national coordinator every quarterly. The same goes with the submission of subscription amount too.

There was an issue on opening of sub accounts in Andra chapter. They had an issue like they are unable to open account in the name of CMCJ. If they had to open the bank people needed a letter from the Tamil Nadu branch where the account was opened already. So, Dr.John came up with the document that is needed to open an account in the name of CMCJ in each chapter. He said all the copies of the documents have been given to every state for opening the sub accounts. He also mentioned that any nationalized bank should be opening the account with the documents submitted. If at all there is a problem in opening the account he asked to seek help from Dr. Sasi Prabha in asking her to talk to the branch manager in opening the account.

1. **Action plan for 1 year:**

* Awareness campaigns to non KNH partners
* CMCJ meeting to be conducted in new districts where members are not present
* Awareness through social media like Facebook, Whatsapp and Twitter
* Awareness creation in areas with support of other NGO’s
* Proposed to give mobile phone to core team members for better communication purposes
* Conducting training programs for leaders on capacity building, communication, leadership, report writing and documentation, child rights and ecological rights

**Karnataka**

1. **Process in which the structure of CMCJ will be carried out**

National coordinator

State coordinators

District coordinators

Village team members

The reporting structure of Karnataka chapter will be as above said. There will be 2 district coordinators in each district. One will be responsible for collecting the reports from their respective villages and the other will be responsible for collecting subscription amount. They will submit it to the state coordinator every month and the state coordinator will submit it to the national coordinator every quarter. The sub account for Karnataka chapter will be opened soon to deposit the subscription amount.

1. **Action plan for 1 year:**

* 2 meetings one with potential children leaders and one with the partners
* Membership mobilization, enrollment and creation of data base
* Capacity building on relevance of child rights to CMCJ members - 1
* Capacity building on climate change and sustainable livelihood - 1
* Exposure visit and cross learning with other partners - 3
* Member representatives from partners review meetings - 2
* Organizing cultural activities
* Opening sub account

These were the presentations made by the state teams. After the presentations Dr. John said that he was very happy about the presentations and thoughts of the members. He added that all the points might not be practically possible but we could do our best to put them into practice.

Dr.Gunavathy said that she was very happy to see the children come up with different ideas on the movement. She also said from KNH side they are ready to support CMCJ. She also said that the national convener can be changed on a rotational basis. Like others too can take the responsibility of being the national convener. For this year Dr. john Devavaram will continue to be the national convener. She added that all the presentation were made in a group and hence it the responsibility of every member to have done and put into practice what they have said. She also thanked all the members for having a useful 2 days well spent.

The program ended with the vote of thanks by Ms. Cheryl, National Coordinator. She thanked the representatives of KNH, the state conveners, director of RICE – MMS, the staff from RICE –MMS, the national convener, supporting NGO’s, new partner NGO’s and the CMCJ members those who participated in the meeting and making it much worthy and successful.